

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS LEISURE ACTIVITIES SPECIALIST III

POSITION CODE: 09813

Effective: 12-1-
02

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as a lead worker by planning and directing staff; assigns and reviews work; approves time off; provides input into performance evaluations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a designated lead worker, assigns and reviews work; approves time off; provides input into performance evaluations.
2. Plans, organizes and develops leisure time activities serving individuals and groups; develops and recommends creative activities to meet specific needs, such as activities tailored to certain types of residents.
3. Organizes recreational activities; organizes varsity activities both in and away from the facility; schedules and coordinates free-play, intramural and varsity leisure time activities.
4. Assesses program needs of residents and prepares reports for the supervisor; reviews and/or submits regular reports to supervisor indicating unit activities, unusual incidents and problem areas.
5. Provides for instruction in proper techniques to residents in athletic skills and recreation activities.
6. Responsible for overseeing the installation of cultural art activities, seeing that all necessary supplies and equipment are available.
7. Interprets the programs and goals of the leisure program to other facility personnel; directs and/or attends all leisure program staff meetings.
8. Coordinates resident organizations; coordinates both resident entertainment activities and outside entertainment activities coming into the facility.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONS LEISURE ACTIVITIES SPECIALIST III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college, with a bachelor's degree in leisure studies, recreation, physical education, art education, fine arts, studio arts, graphics, color and design, therapeutic recreation, music, theater, or speech and communications.

Requires two years professional experience in leisure activity recreation in an institution, community setting, physical education, park district, school, community mental health center, etc.

Knowledges, Skills, and Abilities

Requires extensive knowledge of a range of leisure activities and skills development tailored to individual and proper needs.

Requires extensive knowledge of arts and crafts programming.

Requires extensive knowledge of the methods, techniques and purposes of leisure activities.

Requires working knowledge of Corrections regulations, policies and proper channels of communication as they apply to the leisure program.

Requires working knowledge of the attitudes, problems and behavior of individuals and groups.

Requires ability to develop a comprehensive leisure time program in an institution.

Requires ability to plan, organize, schedule and assign the work of the leisure activity program.

Requires ability to maintain informative records and prepare adequate reports.

Requires ability to recognize areas in need of development or change.

Requires ability to work effectively with staff and other services and agencies.

Requires ability to recommend budgetary needs and supporting program planning and operational reports.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.